Police Services Request

Application/Request form for Police Services related to Special Events held on or around campus

Texas Tech University
POLICE DEPARTMENT
Mail Stop 3041
Lubbock, Texas 79409
Tel. (806) 742-3931 / Fax (806) 742-3903

Services requested by

Last Name | First Name | M.I.

Business Mailing Address/Mail Stop | City | State | Zip Code/Mail Stop

Business Phone Number | Cell/Home Phone Number | E-Mail Address

Event Information

TTU Department or Student Group | Event Name

Type of Event | Location of Event

Date of Event | Time Event Will Start | Time Event Will End

Estimated Attendance | Time Gates/Doors Will Open | Time Ticket Office Will Open

Contact Person During the Event | Contact Person Cell Phone Number | Contact Person E-Mail Address

Alcohol Present? ◯ Yes ◯ No

Will Money Be Collected On Site? ◯ Yes ◯ No

Could The Event Elicit an Emotional Response or Be Considered Controversial? ◯ Yes ◯ No

If Outside, Has an Alternate Rain Site Been Scheduled and Approved? ◯ Yes ◯ No

If YES, Then What Is The Alternate Location?

Number of POLICE OFFICERS requested?

Number of SECURITY GUARDS requested?

Agreement

I understand that a cancellation must be made at least 1 business day before the event. If no cancellation is received I, the undersigned event representative, will be held financially responsible for paying a two hour minimum charge for every person assigned to work during an event. Situations which require additional personnel may result in additional costs. The balance is due in full upon receipt of the invoice.

Event Representative Signature (do not print) | Date

Payment Information

FOAP NUMBER TO BE BILLED | PRINTED FOP MANAGER/ALTERNATE NAME

I understand by signing this document that I am the FOP Manager or the FOP Alternate and herby give the Texas Tech Police Department authorization to withdraw funds from the above FOP to compensate for hours worked by their employees or representatives.

FOP Manager or Alternate Signature | Date